

**NC DHHS
DMH/DD/SAS
CAP-MR/DD Individual Caregiver Training and Education**

Reviewer:

	Description	Conditional Endorsement					Full Endorsement				
	CAP-MR/DD – Individual Caregiver Training and Education	Evidence of Compliance	MET	NOT MET	N/A		Evidence of Compliance	MET	NOT MET	N/A	Comments
	Provider Requirements										
a	**1) Must be delivered by practitioners employed by an organization that meets the standards established by the Division of MHDDSAS or billed by an LME approved by DHHS. These standards set for the administrative, financial, clinical, quality improvement, and information services infrastructure necessary to provider services.	Provider application with all required supporting documentation as required in; provider application; program description Policy and Procedure Manual					Provider application with all required supporting documentation as required in; provider application; program description Policy and Procedure Manual				
b	2) Provider organization must demonstrate they meet these standards by being endorsed by the LME.										
c	** The organization must be established as a legally recognized entity in N.C.										
	Staffing Requirements										
a	Must have expertise as appropriate, in the field in which the training is being provided.	Program description; policies and procedures; personnel manual; job descriptions.					Program description; policies and procedures; documentation that staff meet requirements and training in the field in which the training is being provided.				
b	Driving record must be checked	Program					Program				

	if providing transportation.	description; policies and procedures; personnel manual.					description; policies and procedures; documentation that staff meet requirements and training in the field in which the training is being provided; copy of driving record check.				
	Program/Clinical Requirements										
a	Provides education, training and counseling services for the individual or family member of the individual.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
b	Purpose of service is to enhance the decision making capacity of the individual or family unit, provide orientation regarding the nature and impact of the developmental disability upon the individual and his/her family, provide information about community integration options and strategies, provide education and training on intervention strategies and provide education and training on the use of specialized equipment and supplies, and updates on how to maintain the person safely at home.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
c	Outcomes related to conferences and classes must	Program description;					Program description,				

	be clearly outlined in the plan of care.	policies and procedures.					policies and procedures; service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
	Service Limitations										
a	Individual/Caregiver training excludes training furnished to family members through Specialized Consultation Services.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
b	Service includes conference registration and enrollment fees for classes. Travel to conferences will be reimbursed for waiver participants only.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
c	Service is limited to a maximum of \$1500 per waiver year which includes a maximum of \$1000 for conference registration, travel to conference for the waiver participant, and enrollment fees for classes.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation				

							of appropriate programming; copy of approved Plan of Care.				
d	Conference registration and enrollment for classes must be billed through the LME using LME Business procedures.	Program description; policies and procedures; LME business procedures when billing through the LME occurs.					Program description, policies and procedures; service notes documenting implementation of appropriate programming; copy of approved Plan of Care; LME business procedures when billing through the LME occurs.				
e	Individuals who are paid service providers are excluded from this service.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
	Documentation										
a	Service notes shall include: full date service provided, duration of service; purpose of the contact as it relates to a goal; description of the intervention/activity; assessment of consumer's	Service Record; Policy and Procedure Manual					Evidence of documentation according to Service Records Manual.				

	progress; appropriate signatures as identified in Service Records Manual.										
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